

STATE OF MICHIGAN

59th DISTRICT COURT



4343 REMEMBRANCE RD.  
WALKER, MI 49534  
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Peter P. Versluis  
District Judge

Julie C. Fend  
Court Administrator

John R. Jackson  
Attorney—Magistrate

DEPUTY COURT CLERK POSITION with Civil Responsibilities.  
59<sup>TH</sup> DISTRICT COURT - WALKER DIVISION  
Salary Range: \$31,500 - \$34,700

Under the supervision of the Court Administrator, the successful candidate will perform general clerical duties related to civil, criminal, traffic and probation. Responsibilities will include general/landlord-tenant/small claims case processing, answering phones, providing assistance to public and law enforcement, entering data on the court case management system (Quad-Tran), jury responsibilities, generating and distributing court related notices/paperwork, processing incoming mail, filing and maintaining records. Additional responsibilities may include use of LEIN and SOS, as well as other duties as assigned. Duties will include operating the following equipment: telephones, computer terminal, copier and cash register.

**Required Knowledge, Skills and Abilities:** Must be computer literate in operation of Microsoft Word. Ability to understand and follow oral and written instructions, establish priorities and work independently. Ability to maintain effective working relationships with other employees and interact effectively with the general public. A physical exam and drug test are pre-employment requirements. Applicant must pass a CEO certification within 2 years of hire date.

**Education:** The applicant must possess a high school education.

**Experience:** Must have prior experience in a general office environment, including typing 45+ wpm, telephone and computer skills. Prior experience working within a court system is preferred.

**Benefits:** This is a full time permanent position. Standard work hours are from 7:30am-5:00pm, Monday – Wednesday, 8:00am-5:00pm, Thursday and 7:30am-3:00pm Friday. The 59<sup>th</sup> District Court provides medical, dental and short-term disability benefits.

Interested applicants should obtain an application from the City of Walker's website and submit the application for employment and resume to the 59<sup>th</sup> District Court – Walker Division. Only those candidates selected to interview for the position will be contacted. This position will remain open until filled.

The 59<sup>th</sup> District Court is an Equal Opportunity Employer.